MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL

REMINDER CALENDAR

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Weekly or very regular basis

ARS Weekly Reports are due in the Area Office by COB Tuesdays.
Foreign Visitor log faxed to Marie Bishop; negative responses not needed.
Backup computer on a regular basis.

Check supply request list for any supplies that need to be ordered. Monitor
supply of copy paper, toner, fax film, etc.

Update credit card transactions within PCMS.

Send any outside recognition received by employees to Area Office.

Bi-weekly

Submit Time and Attendance reports.

Monthly

Monitor OSQR (Office of Scientific Quality Review) for updated announcements
and scheduled CRIS project completion.

Within ARIS, check for any ARS-416s, 550s, or 425s which will be terminating
and need to be extended or will require reports. Request necessary reports
from SYs.

Monitor progress of manuscripts. Complete any follow-up calls that need to be
made to the publisher or reviewers. Enter any Journal Acceptance Dates into
ARIS that have not been entered. Update authors' lists of publications.

Reconcile Status of Funds report.

Quarterly

Check applicable quarter for Civil Rights/EEO Quarterly Report

January

Go through files, disposing of materials that may be discarded, and do a
general "house-cleaning" of computer files and general files.

Mid-January: Submit documentation of Cat. 1, 2, 3, 4, and 6 accomplishments,
appraisal and award forms to Area Director (if at Center, submit through
Center Director). See Personnel Section for additional information.

All Cat. 1, 2, 3, 4, and 6 employees must have performance standards and IDPs
in place by March 7 to be considered for a full performance cycle.

February

Look for updated forms. Check web sites to see if still current.

March

Spring Clean-up on 425s ONLY.

Watch for letter from Area Office to initiate ARMPS process.

Solicit SYs for equipment, travel and personnel needs for the Annual Resource Management Plan System (ARMPS). Provide information to RL for narrative section of the ARMPS.

Performance Cycle for CAT 5, 7, 8, & 9 ends March 31.

April

Type performance elements on Performance Appraisal (Electronic AD-435) for Cat. 5, 7, 8 and 9 personnel. Distribute to supervisors with instructions for completion.

Prepare new performance standards and Individual Development Plan (IDP, form ARS-48). These must be in place by June 6 to be considered a full performance appraisal period.

May

Next FY Guideline Dollars file opens for permanent fund transfer actions.

Return completed Appraisal forms (AD-435) for Cat. 5, 7, 8, and 9 employees, along with Award forms (AD-287), to the Area office.

National Science Foundation (NSF) grant proposals announced.

June

Make sure all Cat 5, 7, 8, and 9 employees have performance standards and IDPs in place by June 6 for a complete performance appraisal cycle. Make sure all mid-term appraisals have been completed on Cat. 1, 2, 3, 4, and 6 employees. Print Detail by Author report (Cat. 1, 2, 3, 4 only) and provide to supervisors with employees' current standards to complete mid-year reviews on all Cat. 1, 2, 3, 4, and 6 employees (second cycle employees). Update Journal Acceptance Dates on ARS-115s.

Postdoc application process opens for data entry in ARIS.

July

Mid-July: Final day in ARIS for Permanent or Temporary FY fund transfers between D-type projects and for HQ-funded postdocs. Final day for extramural agreements adding current year funds or extending time in ARIS.

Mid-July: Postdoc fund transfers to be included in next FY ARMPS are due (person has to be on-board before funds can be transferred).

Watch for notice of extramural deadlines.

Begin AD-421 Annual Report process.

August

Office of International Cooperative Development (OICD) Scientific Cooperation proposals are due; Binational Agricultural Research and Development (BARD) proposals announced. A 425 must be entered into ARIS.

Final ARMPS guidelines dollars available for printing from briefing packet. Final ARMPS is due in mid-August to Area Office.

Mid-August: Prepare and enter into ARIS annual 421 progress reports.

Run a list of approved travel from the upcoming FY ARMPS to have on hand to remind scientists.

September

Annual Ethics training takes place in early September.

Prepare requisition AD-700 for Research Support Agreements (RSA). Update related documentation.

Prepare Blanket Travel Authorizations for next year.

Prepare new files for travel vouchers and other "fiscal year" filing.

Update investigator/SY time on projects in ARIS.

Inquire with your scientists if any of them are preparing NRI grants.

October

Update Mission Statement in ARIS.

Make sure all Cat. 5, 7, 8, and 9 have had mid-term performance reviews completed.

Fall Cleanup of 425s only.

November

Funded postdocs announced.

Print out Detail by Author reports to update publications.

December

Performance cycle for CAT 1, 2, 3, 4, and 6 ends December 31st. Pull Detail by Author reports from ARIS for ARS-435 Appraisals. Send memo to SYs to submit documentation of their accomplishments to RL for performance appraisals. Type performance elements on Performance Appraisal (Electronic AD-435) for Cat. 1, 2, 3, 4 and 6 personnel. Performance standards and IDP's must be in place by April 1 to be considered a full performance appraisal period.

Prepare new files for the coming year for T&As and any other "calendar year" files.